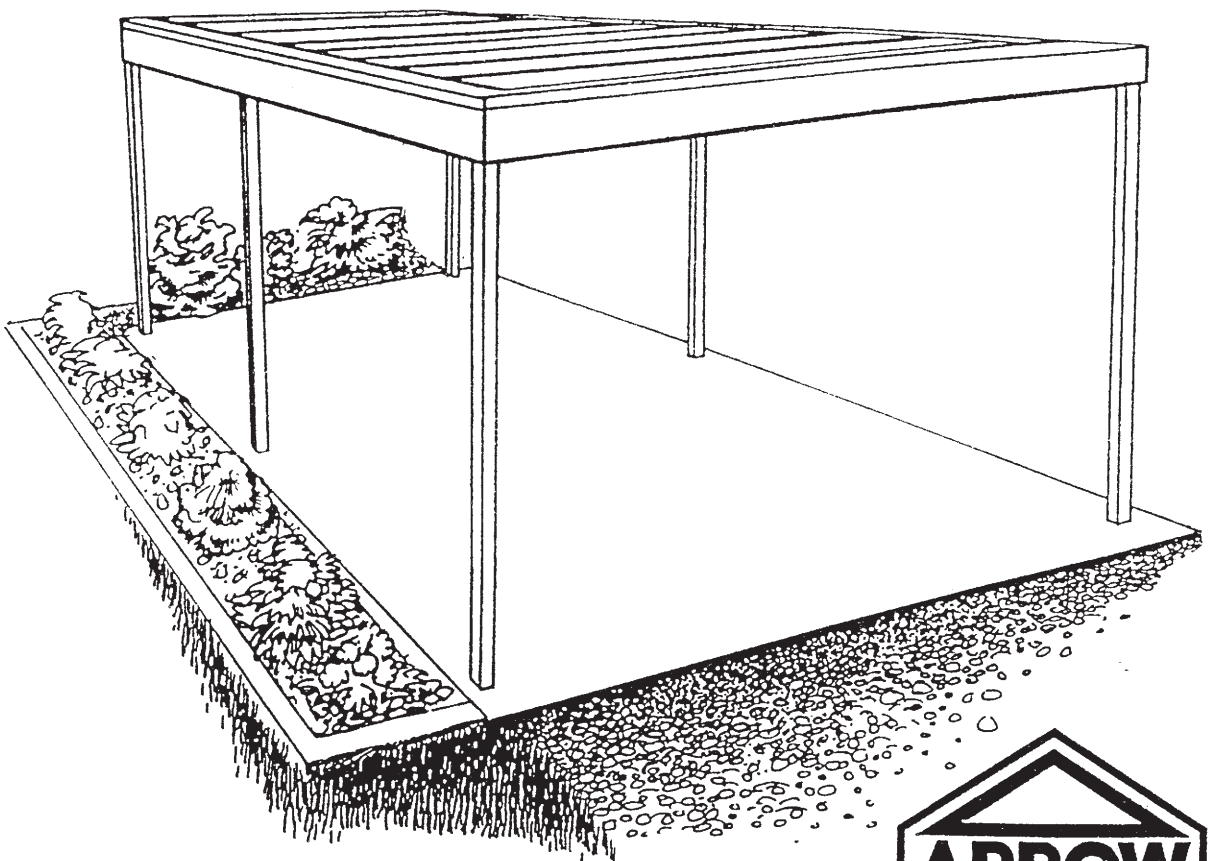
Owner's Manual & Assembly Instructions

PATIO COVER/CARPORT
Model No. CP1020 ☑ 697.68769 ☐
Freestanding



ARROW
World's Leading Maker of Storage Buildings®

CAUTION: SOME PARTS HAVE SHARP EDGES. CARE MUST BE TAKEN WHEN HANDLING THE VARIOUS PIECES TO AVOID A MISHAP. FOR SAFETY SAKE, PLEASE READ SAFETY INFORMATION PROVIDED IN THIS MANUAL BEFORE BEGINNING CONSTRUCTION. WEAR GLOVES WHEN HANDLIING METAL PARTS.

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UNIT DIMENSIONS *Size rounded off to the nearest foot

* Approx. Size	Foundation Size	Storage Area		Exterior Dimensions (Roof Edge to Roof Edge)			Interior Dimensions (Facia to Facia)		
		Sq. Ft.	Cu. Ft.	Width	Depth	Height	Width	Depth	Height
10' x 20'	126" x 249"	195	1507	120 7/8"	240 1/4"	96"	118"	238"	91 1/2"

BEFORE YOU BEGIN....

Owner's Manual

Before beginning construction, check local building codes regarding footings, location and other requirements. Study and understand this owner's manual.
Important information and helpful tips will make your construction easier and more enjoyable.

Assembly Instructions: Instructions are supplied in this manual and contain all appropriate information for your model. Review all instructions before you begin, and during assembly, follow the step sequence carefully for correct results.

Foundation and Anchoring: Your patio cover/carport must be anchored to prevent wind damage. A foundation is also necessary as a base in order to construct a square and level unit. Anchoring and foundation materials are not included with your unit. Your assembly instructions provide information on a few methods commonly used to secure and level a patio cover/carport.

Parts and Parts List: Check to be sure that you have all the necessary parts for your unit.

•All part numbers can be found on the parts. All of these numbers (before the -) must agree with the numbers on the parts list.

•If you find that a part is missing, include the model number of your patio cover/carport and contact:

Arrow Group Industries, Inc. Customer Service Department
Route 50 East Breese, Illinois 62230
1-800-851-1085

•Separate contents of the carton by the part number while reviewing parts list.

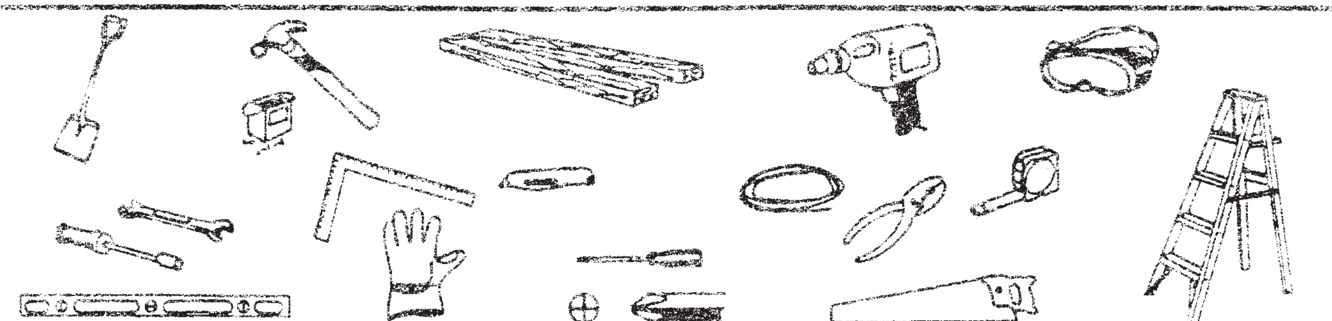
•Familiarize yourself with the hardware and fasteners for easier use during construction. These are packaged within the carton. Note that extra fasteners have been supplied for your convenience.

PLAN AHEAD....

Watch the Weather: Be sure the day you select to install your unit is dry and calm. Do not attempt to assemble your unit on a windy day. Be careful on wet or muddy ground.

Teamwork: Two or more people should work together to assemble your unit One person can position parts or panels while the other is able to handle the fasteners and the tools.

Tools and Materials: These are some basic tools and materials you will need for the construction of your unit. Decide which method of anchoring and the type of foundation you wish to use in order to form a complete list of the materials you will need.



Required
- Eye Goggles
- No. 2 Phillips Screwdriver (With Hardened Magnetic Tip)

Note: A power screwdriver or variable speed drill with Phillips-tip attachment can speed assembly by as much as 40%.

Required
- Work Gloves
- 8' Step Ladder
- Utility Knife / Scissors
- Pliers
- Carpenter's Level
- Tape Measure

Optional Time-Savers
- Wrench / Nut Driver
- Electric / Cordless Drill
- Square
- String (for squaring frame)

Foundation Preparation
- Hammer and Nails
- Spade or Shovel
- Hand Saw / Power Saw
- Lumber and/or Concrete

Selecting and Preparing Your Site: Before assembly, you will want to decide on a location for your unit. The best location is a level area with good drainage.

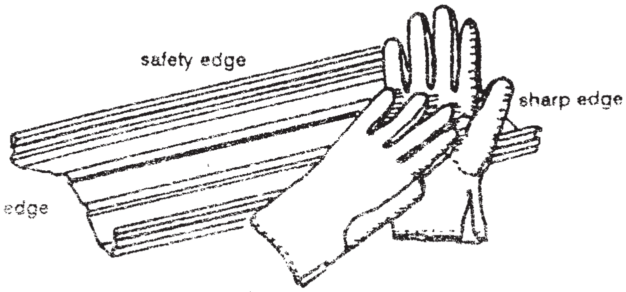
•Allow enough working space for ease of moving parts into position during assembly.

•Before you begin the first steps in assembling your parts, a foundation should be constructed and an anchoring system should be ready to use.

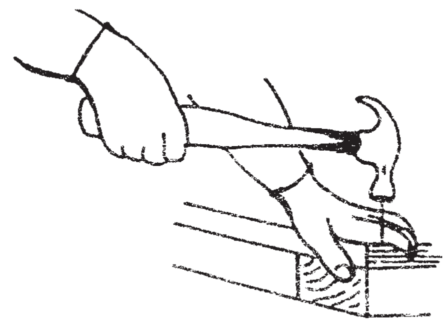
SAFETY FIRST....

Safety precautions are important to follow throughout the construction of your patio cover/carport.

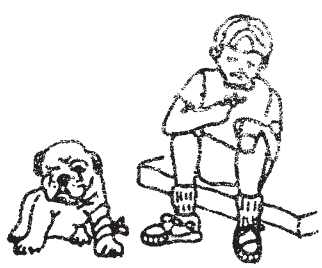
•Care must be taken when handling various pieces of your unit since some contain sharp edges. Please wear work gloves, eye protection and long sleeves when assembling or performing any maintenance on your unit.



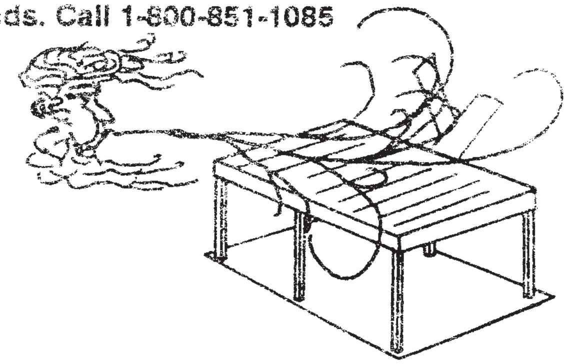
•Practice caution with the tools being used in the assembly of this unit. Be familiar with the operation of all power tools.



•Keep children and pets away from worksite to avoid distractions and any accidents which may occur.



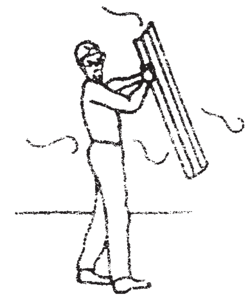
•Do not attempt to assemble the unit if parts are missing because any unit left partially assembled may be seriously damaged by light winds. Call 1-800-851-1085



•Never concentrate your total weight on the roof of the unit. When using a step ladder make sure that it is fully open and on even ground before climbing on it.



•Do not attempt to assemble the unit on a windy day, because the large panels acting as a "sail", can be whipped about by the wind making construction difficult and unsafe.



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CARE & MAINTENANCE....

Finish: For long lasting finish, periodically clean and wax the exterior surface. Touch-up scratches as soon as you notice them on your unit. Immediately clean the area with a wire brush; wash it and apply touch-up paint per manufacturer's recommendation.

Roof: Keep roof clear of leaves and snow with long handled, soft-bristled broom. Heavy amounts of snow on roof may damage the unit, making it unsafe.

Fasteners: Regularly check your unit for loose screws, bolts, nuts, etc. and retighten them as necessary.

Other Tips....

- Wash off inked part numbers on coated panels with soap and water.

Keep this Owner's Manual and Assembly Instructions for future reference.

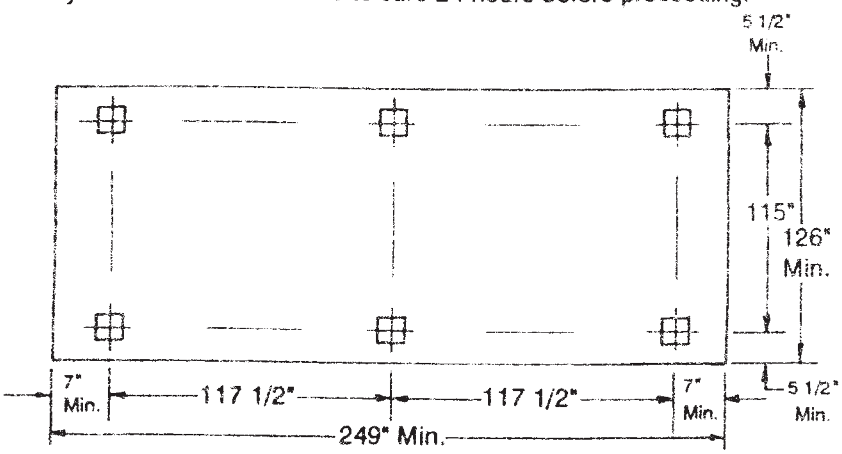
Foundation Recommendations

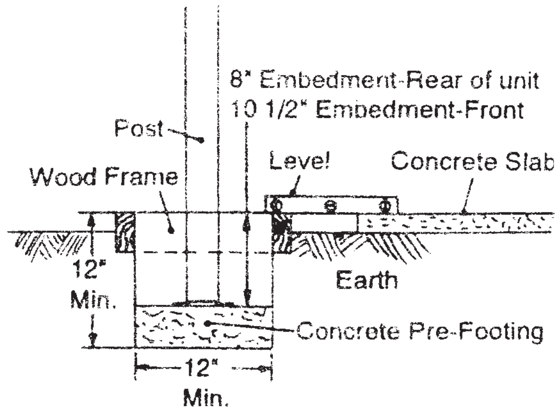
The Foundation For Your Patio Cover/Carport

Note: Before beginning construction, check local building codes regarding footings, location and other requirements.

REQUIRED: Concrete Footings
All concrete minimum 2500 P.S.I.

Footing Bearing is based on soil pressures not to exceed 1,000 P.S.F.
Footing Depth to extend to below frost line but not less than 12".
Whether or not a concrete slab is used, the posts must be anchored in footings.
To locate footing, follow diagram below. Dig footing the minimum dimensions shown. Be sure footings are level with each other, but offset for 2 1/2" slope from rear to front. See Step 3.
Dimensions may vary depending on your soil conditions, consult local codes for footing requirements.
Using 3/4" thick boards, frame footings. The board height will be the height required to make sure the footings and concrete slab (if used) are level with each other. Pour concrete in pre-footing. The remainder of concrete will be poured after the construction of your unit. Allow concrete to cure 24 hours before proceeding.

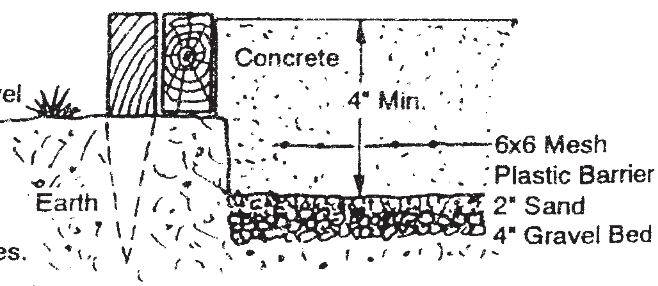




OPTIONAL: Concrete Slab to be poured after construction of your unit.
All concrete minimum 2500 P. S. I.

The slab should be at least 4" thick. It must be level and flat.
The following are the recommended materials for your foundation.
- 2 x 4's (will be removed once the concrete cures)
- Concrete ● Sheet of 6 mil plastic ● 6x6 reinforcing mesh ● sand ● gravel

Prepare the Site/Construct a Foundation



1. Dig a rectangle, 10" deep into the ground (remove grass).
   Note: Finished Slab dimensions, with lumber removed.
2. Fill up to 4" in the square with gravel, 2" of sand, and tamp firm.
3. Cover sand with a sheet of 6 mil plastic.
4. Construct a wood frame using 2 x 4 lumber. Make reinforcing stakes.
5. Pour in concrete to fill in the hole and the frame giving a total of 4" thick concrete. Use reinforcing mesh in embedded concrete. Be sure surface is level.

Allow 5 - 8 hours for construction, and a week to harden before driving on.

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Hardware

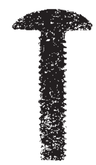
(Actual Size)



66623
#10Ax3/8" Screw (136)



66433
3/8-16 Hex Nut (6)
(Packed with Screws)



66625
#10-32x3/4" Bolt (40)
(Packed with Screws)



66624
#10-32 Well-Nut (44)



66629
3/8-16x3 1/4" Hex Hd Bolt (6)



66628
#10-32x7/16" Bolt (24)
(Packed with Screws)



65106
#10-32 Square Nut (24)
(Packed with Screws)

Parts List

Parts in Carton One

Assembly Key No.	Part Number	Part Description	Quantity in Carton	Check List
1	9654	Right Facia	3	
2	9657	Left Facia	3	
3	9664	Top Front Trim	2	
4	9667	Top Left End Trim	1	
5	9668	Top Right End Trim	1	
6	9658	End Roof Channel	2	
7	9672	Top Rear Trim	2	
8	9652	Anchor Bracket	6	
9	9656	Roof Channel	4	
10	9669	Front Splice Trim	2	
11	9670	Corner Trim	4	
12	9661	Left Post	2	
13	9671	Center Post	2	
14	9660	Right Post	2	
15	9655	Top Trim Cap	4	

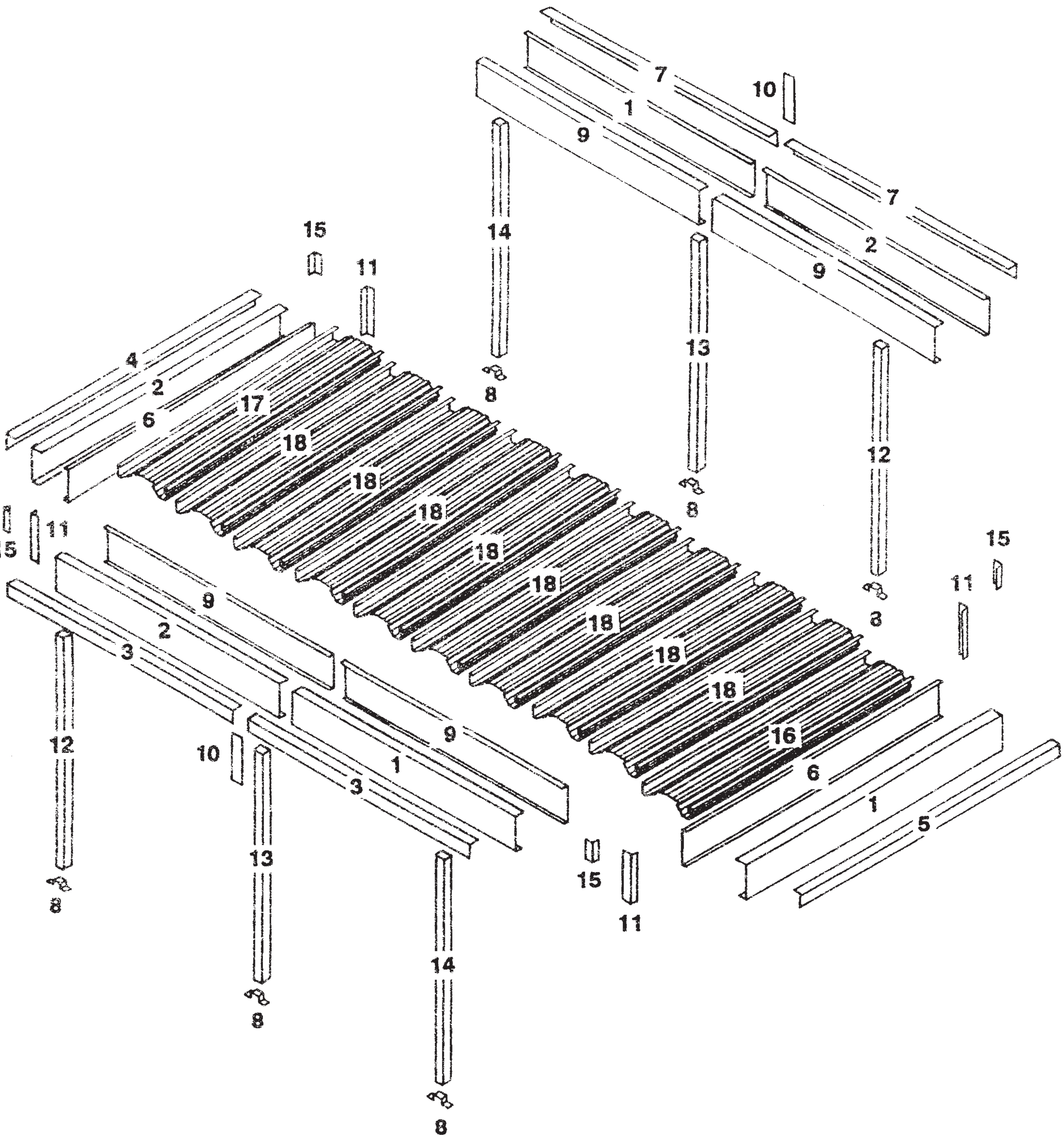
Parts in Carton Two

Assembly Key No.	Part Number	Part Description	Quantity in Carton	Check List
16	9662	Right Roof Panel	1	
18	9653	Main Roof Panel	4	

Parts in Carton Three

Assembly Key No.	Part Number	Part Description	Quantity in Carton	Check List
17	9663	Left Roof Panel	1	
18	9653	Main Roof Panel	4	

Assembly by Key No.



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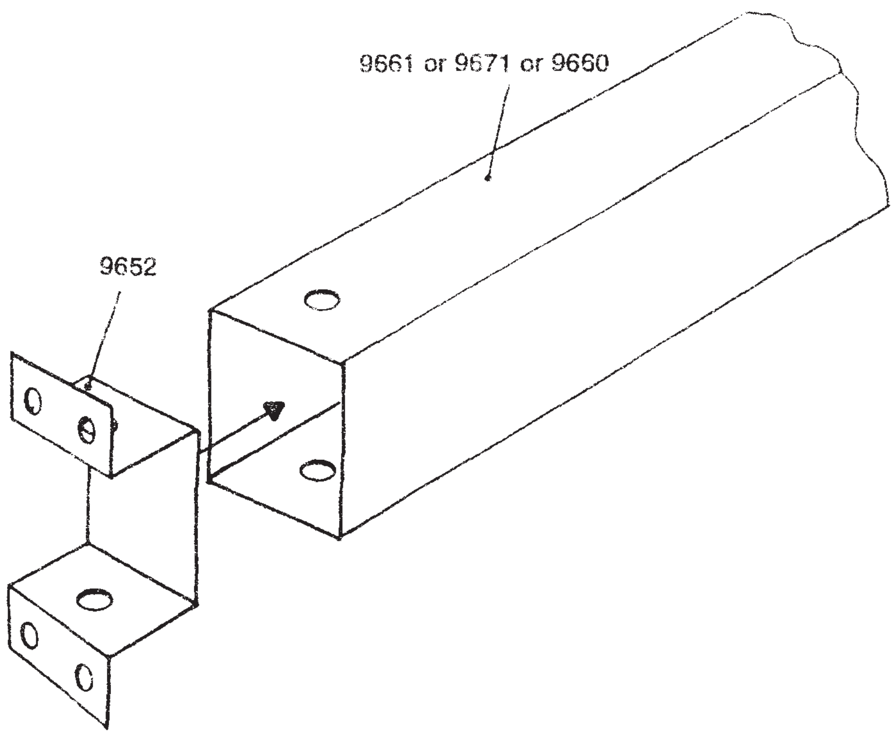
Step 1

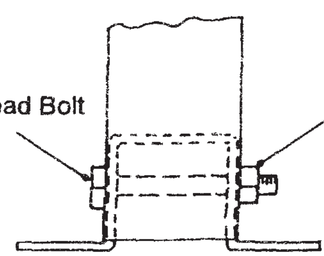
● Parts Needed For ●
Post Pre-Assemblies

- ● 9661 Left Post (two)
- ● 9671 Center Post (two)
- ● 9660 Right Post (two)
- ● 9652 Anchor Bracket (six)

The anchor brackets in this step will be used later to anchor the unit to the pre-footing.

1 Position an **anchor bracket** inside the **left, center & right posts,** align holes, and fasten using a 3/8-16x3 1/4" hex head bolt and hex nut. Make six assemblies. Do not over-tighten.





Step 2

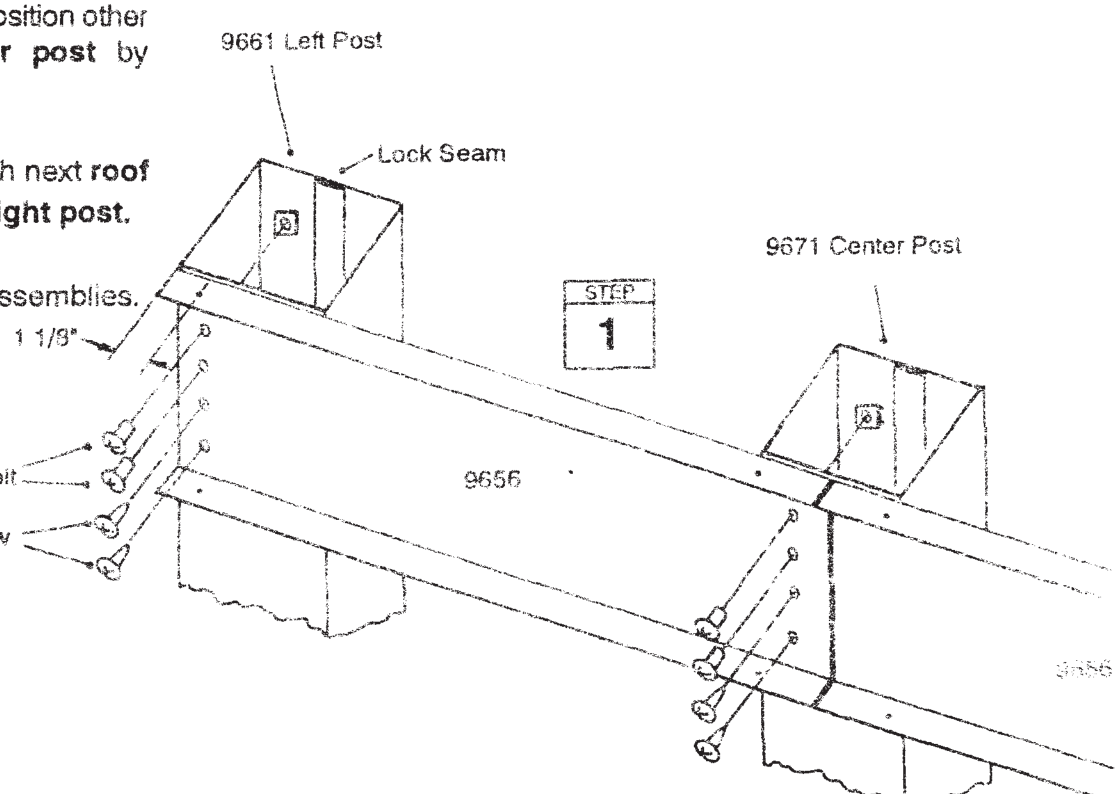
● Parts Needed For ●
Roof Channel/Post Assembly

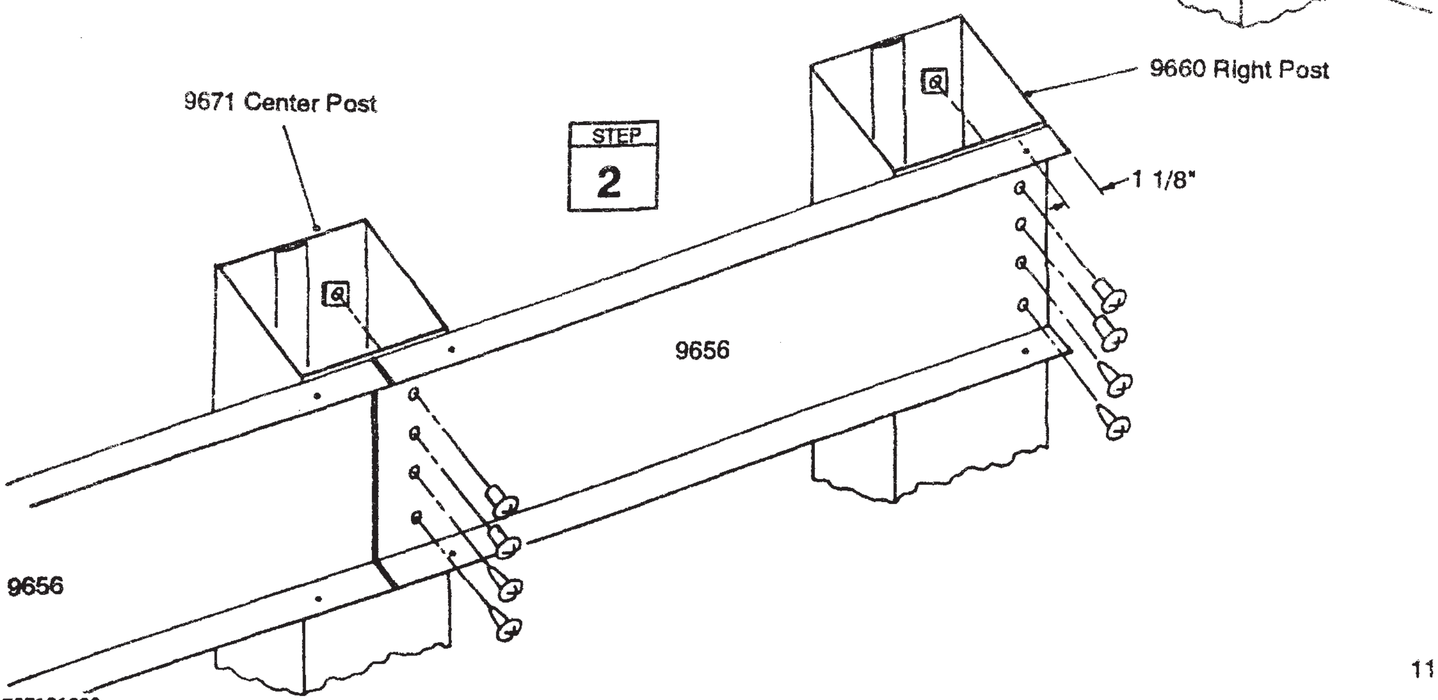
- 9656 Roof Channel (four)
- 9661 Left Post (two)
- 9671 Center Post (two)
- 9660 Right Post (two)

1 Fasten a **roof channel** to the top end of the **left post,** with small hole 1 1/8" from end to corner post, noting location of lock seam, using two #10-32x7/16" bolts and square nuts, and two #10Ax3/8" screws. Position other end overlapping **center post** by 1 1/2", fasten as before.

2 Repeat procedure with next **roof channel** to center and **right post.**

3 Make two complete assemblies.





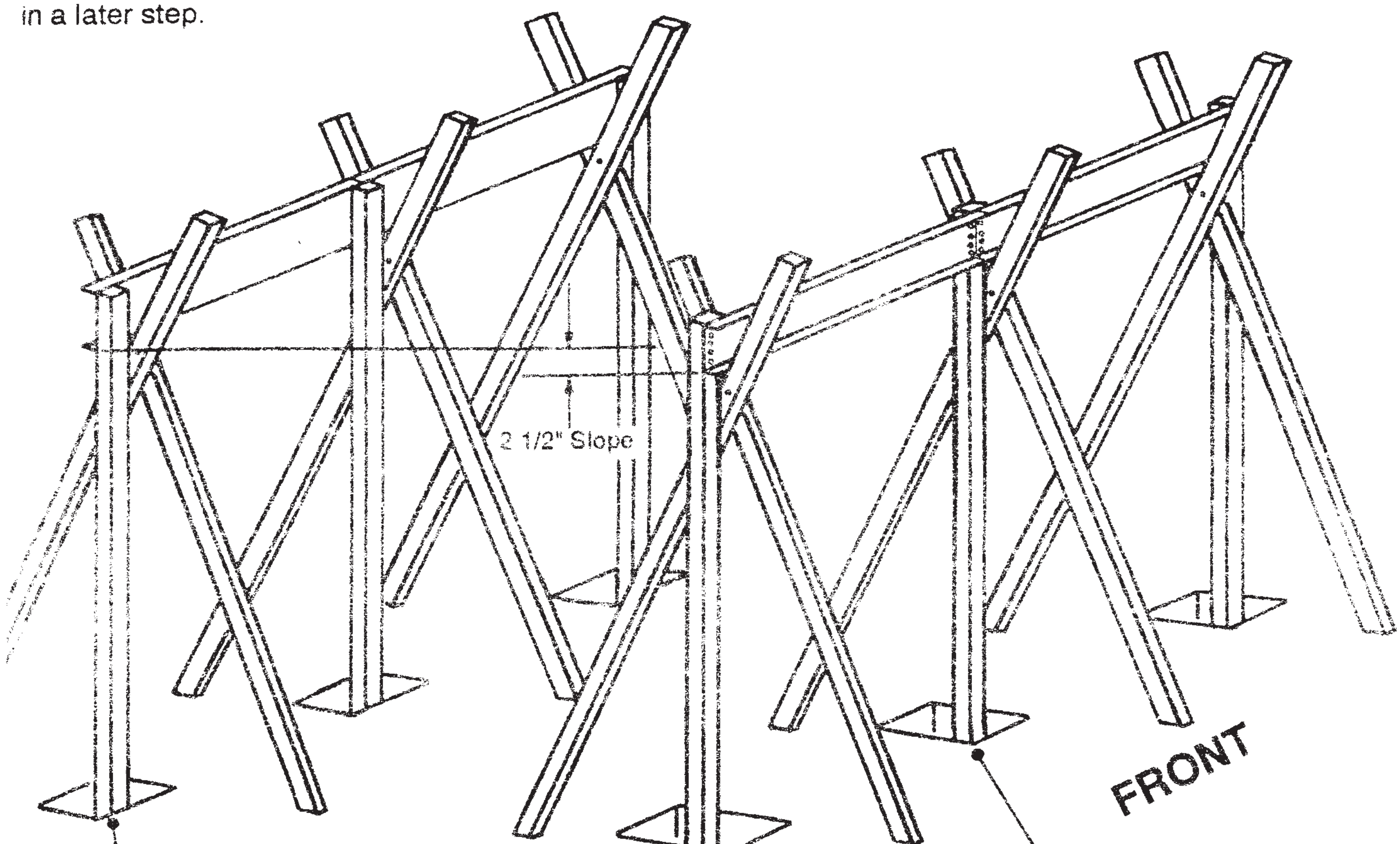
Step 3

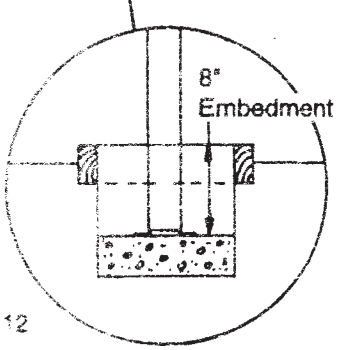
● Parts Needed For ●
Post Set-Up

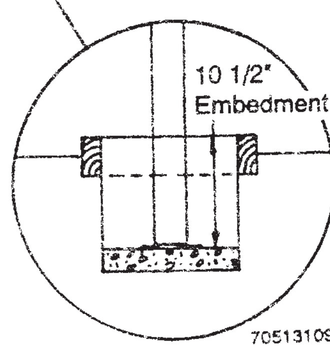
● Post/Roof Channel Assembly (two)

1 Set **posts** into holes and brace with 2x4's as shown. Make sure that the roof channels and posts are level. Provide for proper slope of 2 1/2".

Remove the six cross braces, one at a time, as you install the roof panels in a later step.







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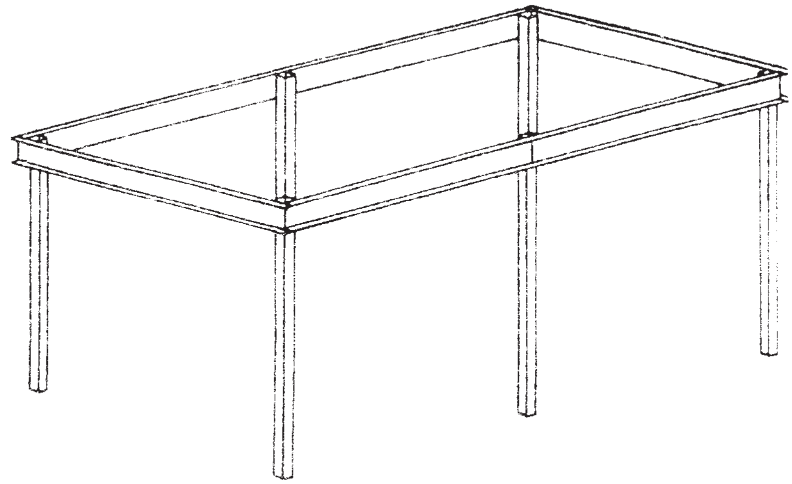
Step 4

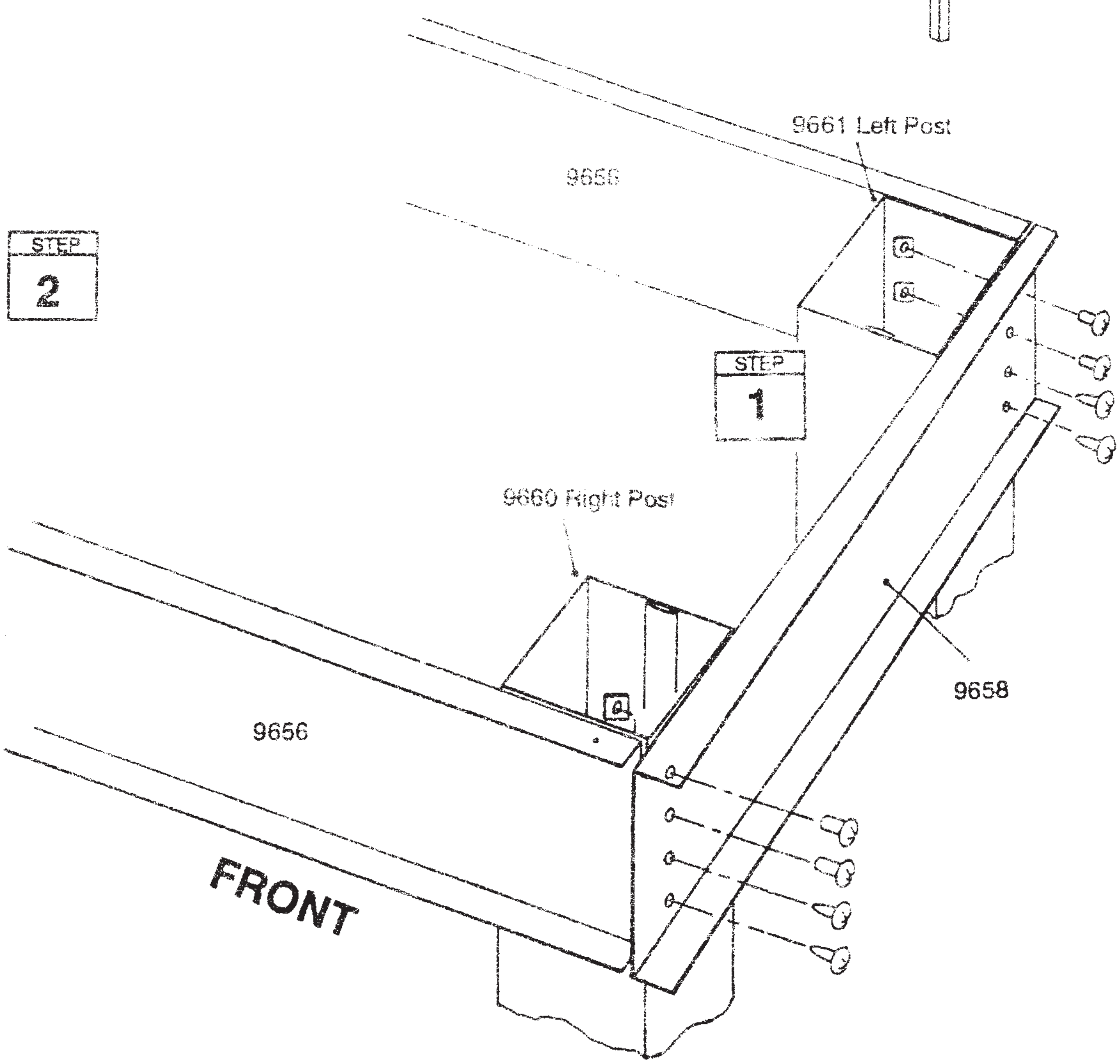
● Parts Needed For ●
End Roof Channel Assembly

● 9658 End Roof Channel (two)

1 Fasten an **end roof channel** to the top end of the **right post** using two #10-32x7/16" bolts and square nuts, and two #10Ax3/8" screws. Fasten other end to the top end of the **left post,** using the same fasteners.

2 Repeat procedure on the opposite end of unit.





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Step 5

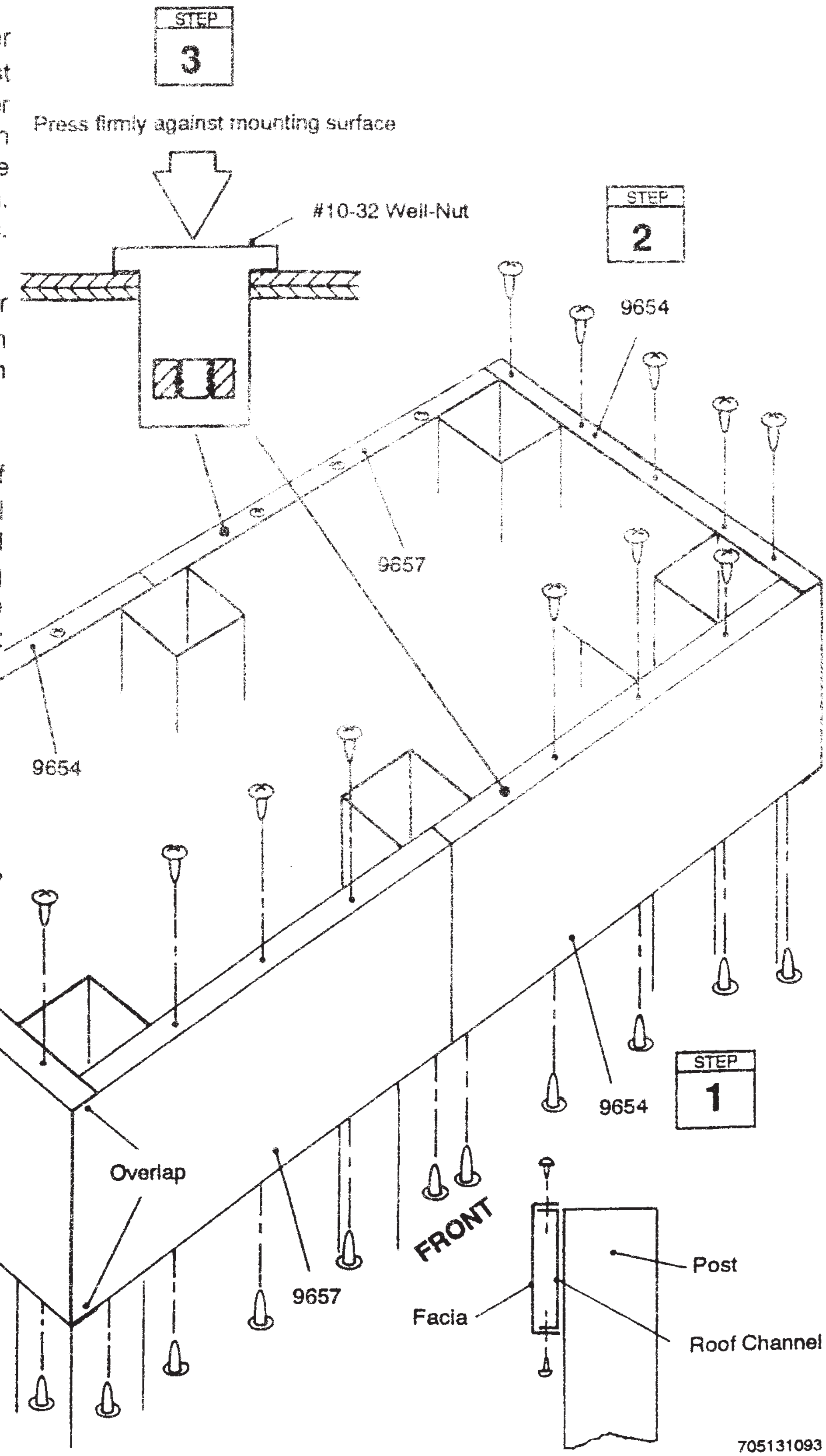
● Parts Needed For ●
Facia Assembly

● 9654 Right Facia (three)
● 9657 Left Facia (three)

1 Place **right** and **left facia** over front roof channels with largest amount of holes on top. Butt together and fasten bottom flange with ten #10Ax 3/8" screws. Fasten top flange using six #10 screws where shown. Repeat procedure on rear channels.

2 Place **right** and **left facia** over end roof channels. Fasten bottom flange with five #10 screws. Fasten top flange in the same manner.

3 Place a well-nut on top flange of the front right and left facia. Insert all the way into pre-drilled hole until flange is firmly against mounting surface. Continue along length of the front right and left facia pieces. Repeat procedure on rear right and left facia.



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Step 6

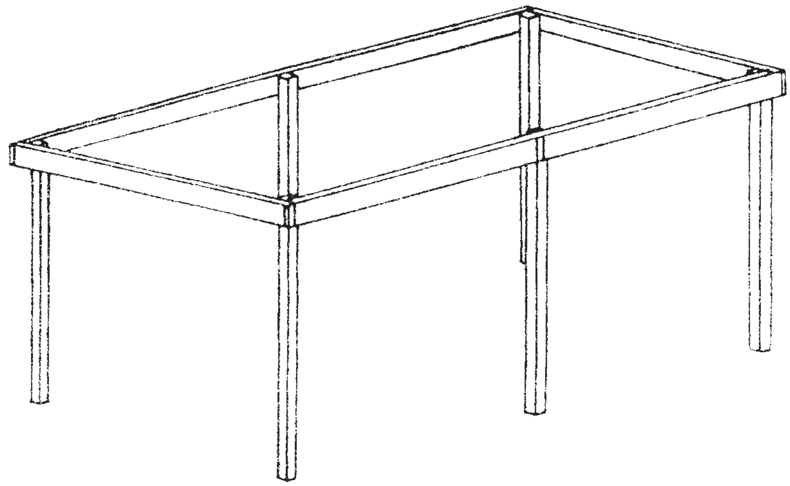
● Parts Needed For ●

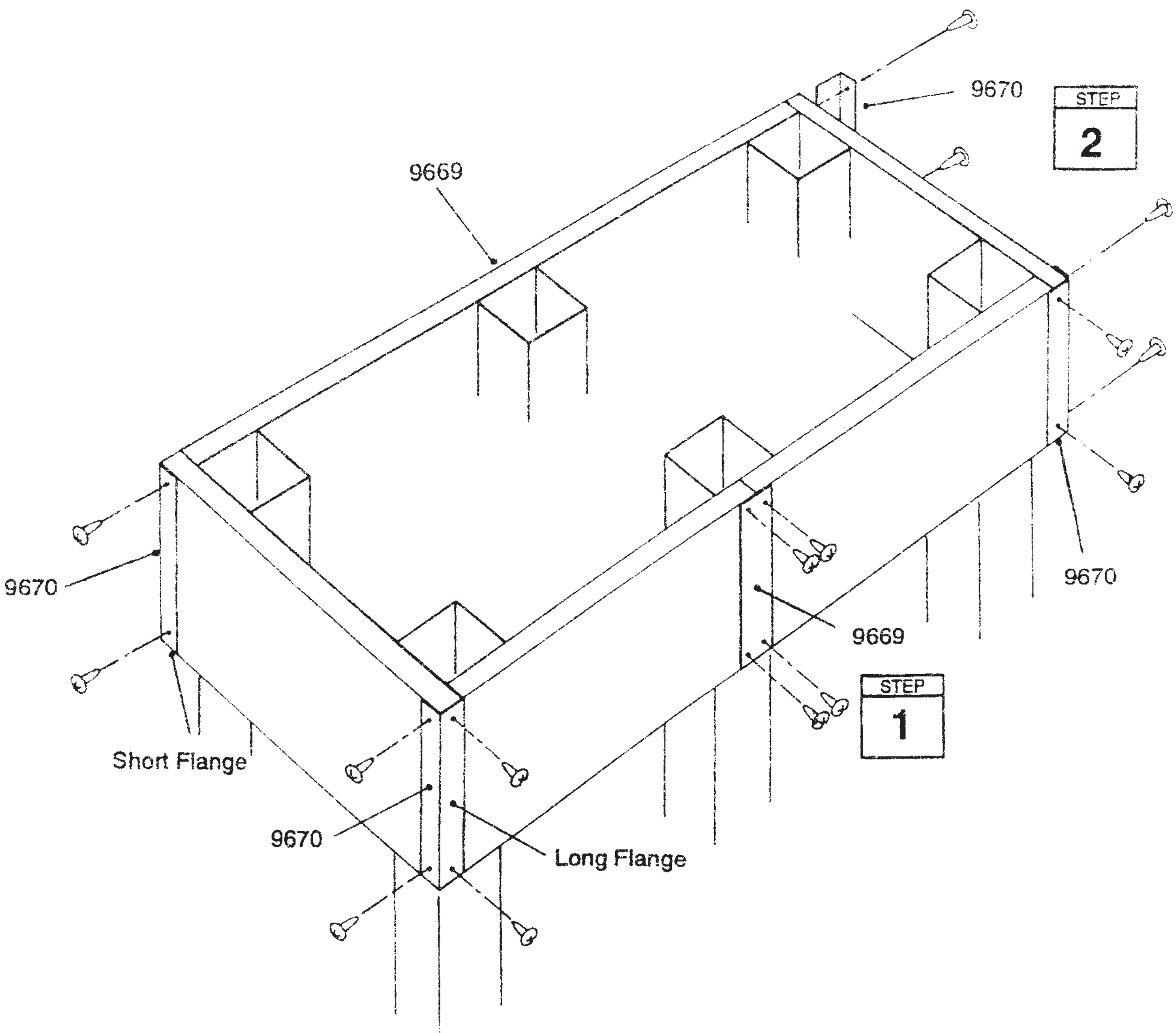
Corner/Front Splice Trim

- 9670 Corner Trim (four)
- 9669 Front Splice Trim (two)

1 Fasten **front splice trim** to the seam where front facia meets with four #10 screws. Repeat procedureon rear of unit.

2 Position **corner trim** to outside corner with long flange on the front facia, and fasten with four #10 screws. Repeat procedure for other three corners of unit.





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Step 7

● Parts Needed For ●
Roof Assembly

- 9662 Right Roof Panel (one)
- 9653 Main Roof Panel (eight)
- 9663 Left Roof Panel (one)

1 Fasten top of **right roof panel** using two #10-32x3/4" bolts into rear facia. Pass bolt through panel and tighten until snug. Do not over-tighten. Fasten bottom of panel in the same manner into front facia.

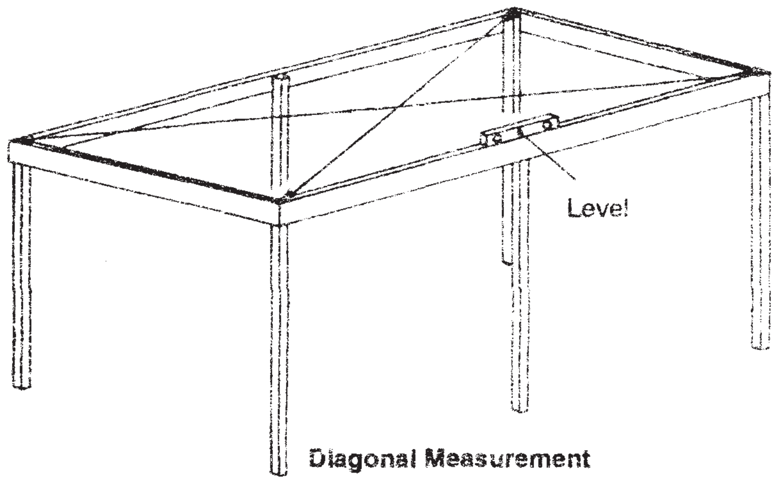
> **IMPORTANT**
> 2x4's centered under roof panel will help you align the holes

2 While aligning flush, lock a **main roof panel** and right roof panel together. Be sure entire rib on roof panels are interlocked together.

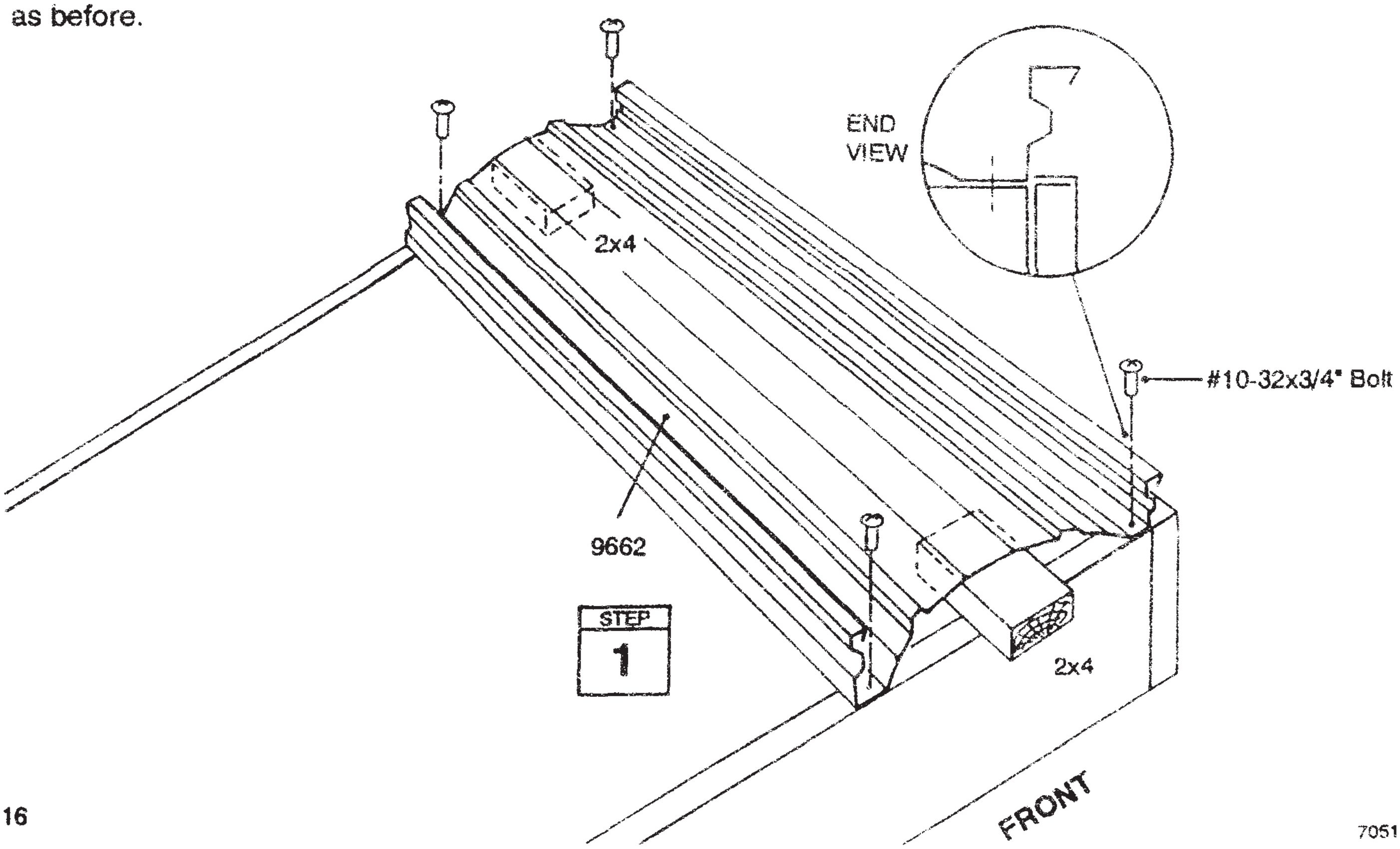
3 Fasten top and bottom of panel in the same manner.

4 Continue installing the remaining seven main and the **left roof panel** as before.

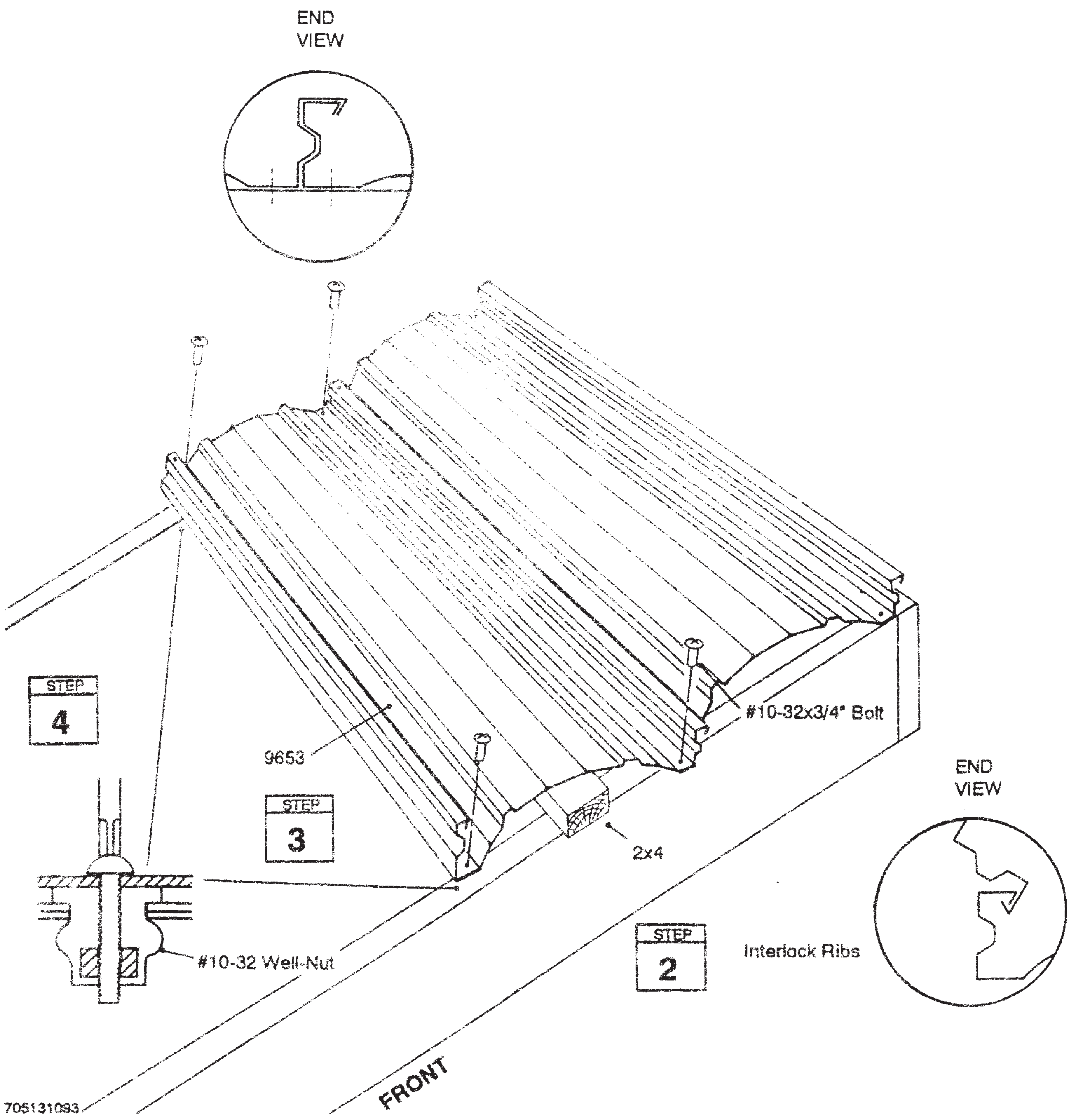
> To square unit, measure diagonally. Make sure both diagonal measurements are the same. These measurements are taken from opposite ends of front and rear facia Measure from the top outside edge of front facia to the top outside edge of the rear facia. If diagonal dimensions are not the same, adjust assembled facia section left to right until the diagonals are equal.



Diagonal Measurement



Step 7 continued....



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Step 8

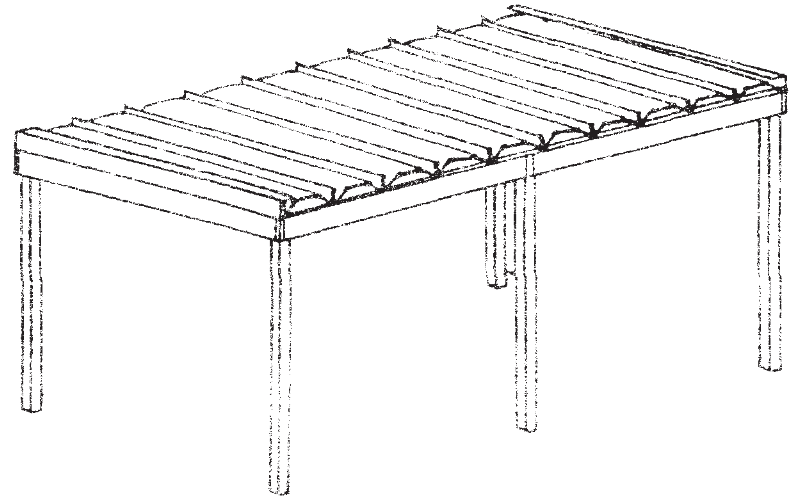
● Parts Needed For ●

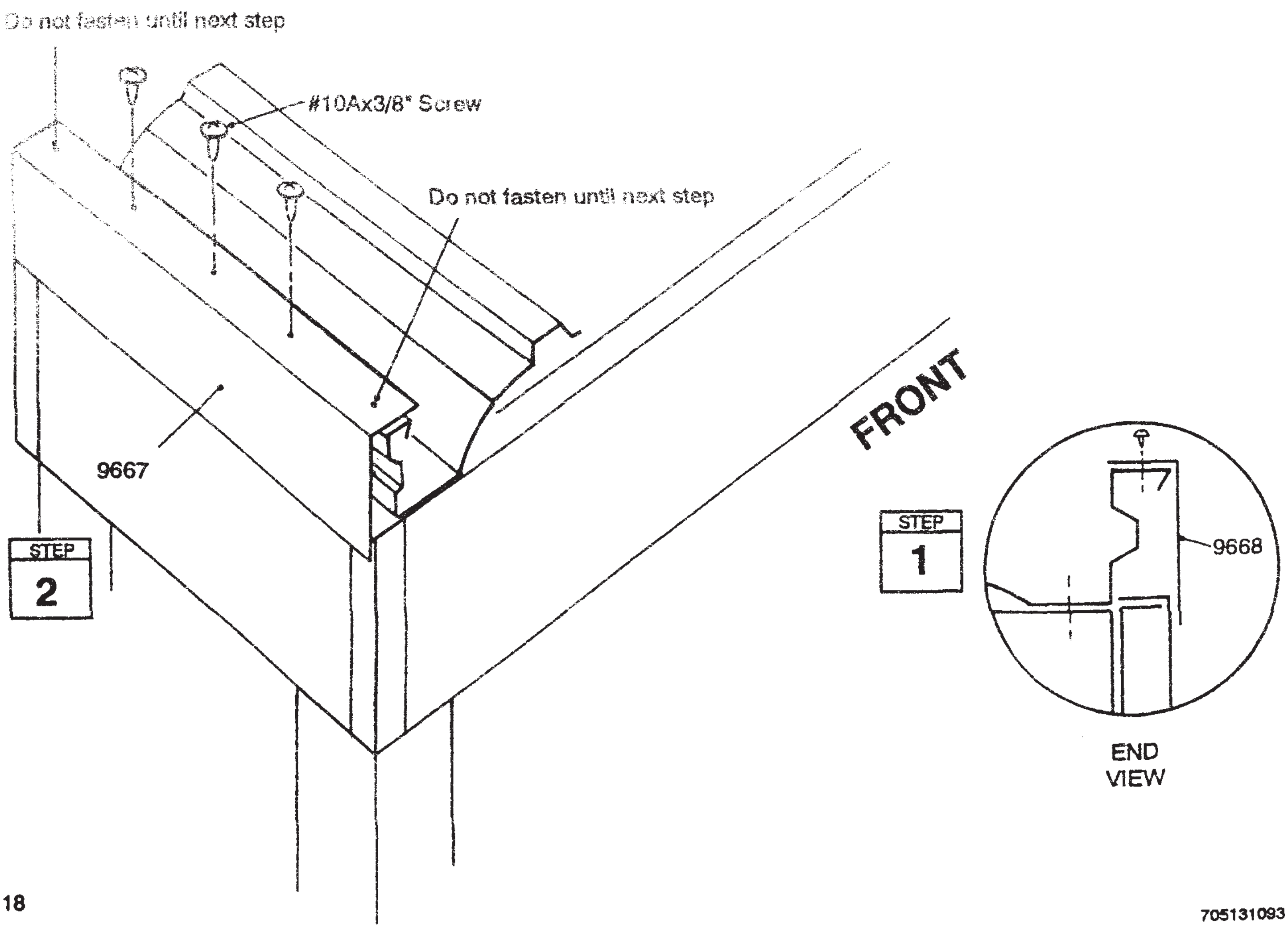
Top Left and Right End Trim

- ● 9667 Top Left End Trim (one)
- ● 9668 Top Right End Trim (one)

1 Fasten **top right end trim** to the outer right roof panel rib using three #10Ax3/8" screws. Do not fasten either end until the next step.

2 Repeat procedure for the **top left end trim** on the outer left roof panel rib.





Step 9

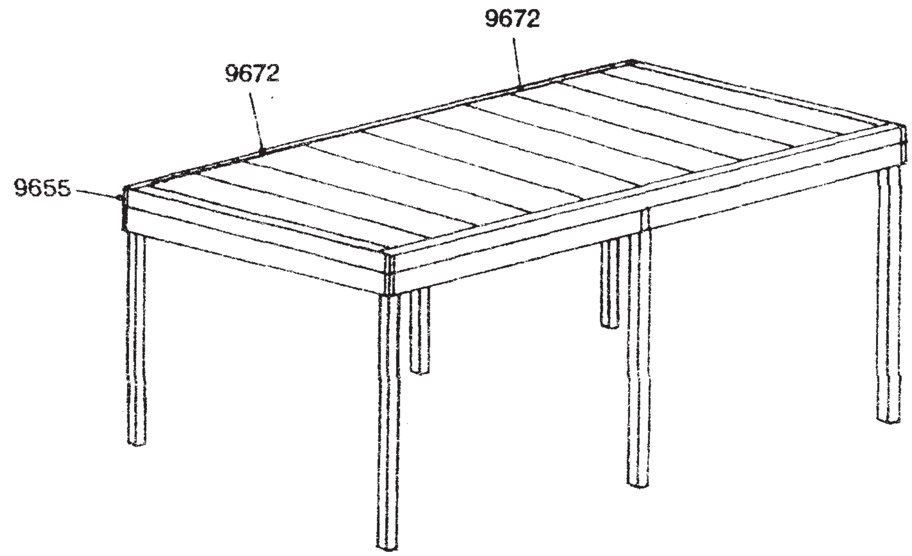
● Parts Needed For ●
Top Front /Rear Trim

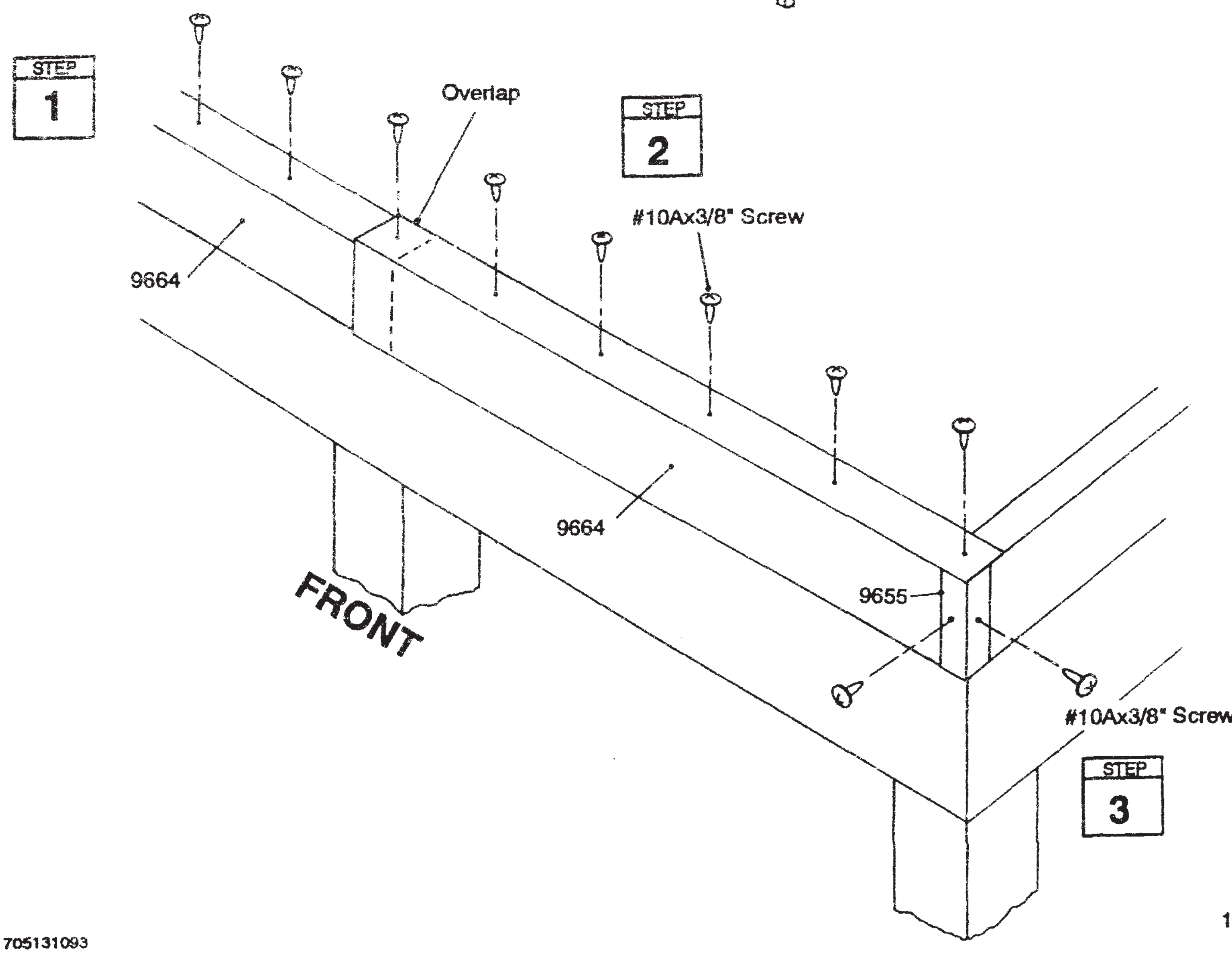
- 9664 Top Front Trim (two)
- 9672 Top Rear Trim (two)
- 9655 Top Trim Cap (four)

1 Position **top front trim** to ends of roof panels, overlapping top left end trim and fasten using five #10 screws.

2 Overlap with next top front trim and fasten together using six #10 screws along length. Repeat procedure on the rear of unit with **top rear trim** pieces.

3 Cover seams where trims meet at the corners with **top trim caps** using eight screws.





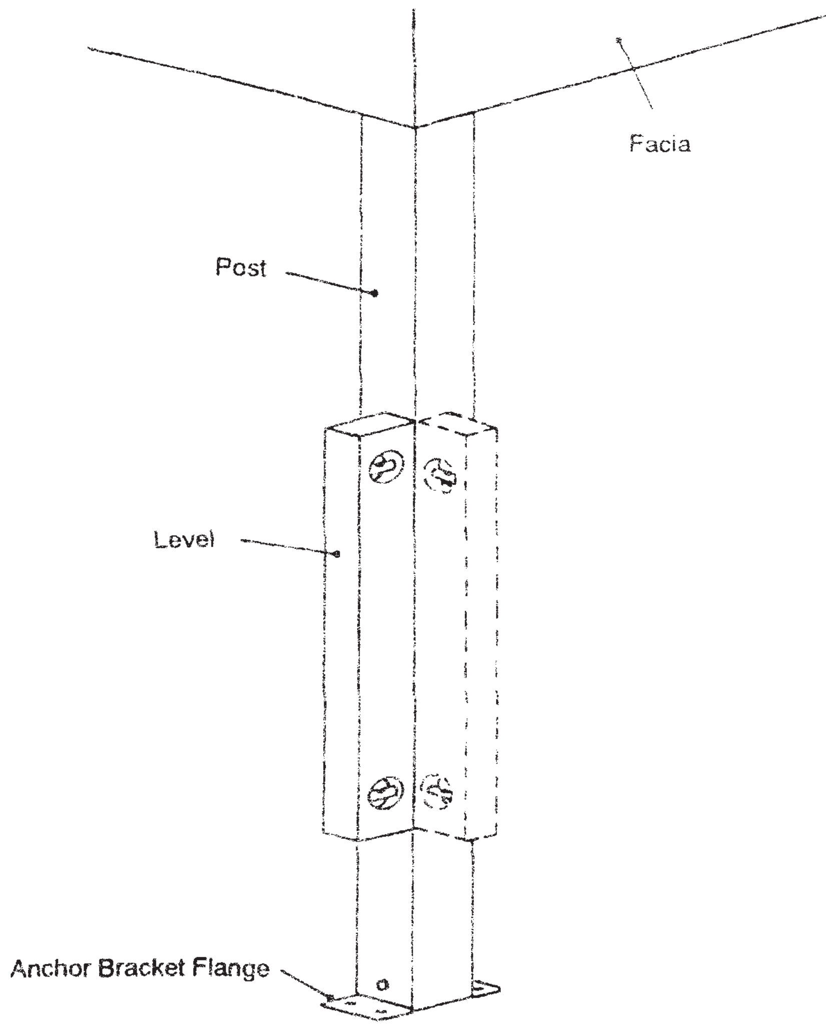
Step 10 Leveling and Anchoring Posts

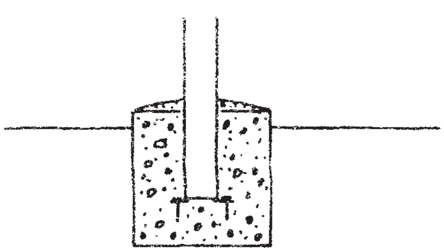
Check to be sure front facia and rear facia are still square. Level each post. Stand at one end and visually check the alignment of the post. Once all posts are aligned, mark fastener location using holes in bottom flanges of anchor bracket as a guide.

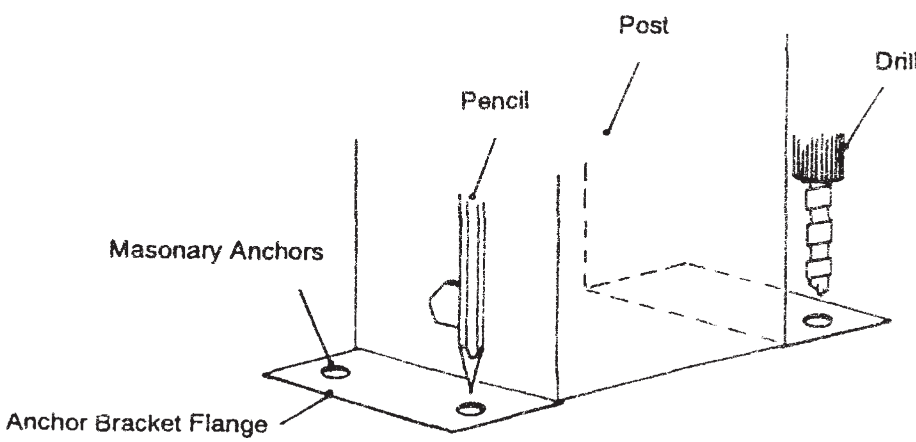
Using a masonary bit, drill holes to fit masonary fasteners (not provided). Attach bottom flanges of anchor bracket to pre-footing, using instructions packed with masonary fasteners.

Fill in holes with concrete. Pyramid concrete approximately 1" above the ground level to avoid puddling around posts.

Concete slab can now be poured (if used).







Suggested Guttering System (not included)

If the locality where you have installed the patio cover/carport could benefit from a guttering system, we recommend the following list of materials, (not included).

- **Two 10' gutters with splice**
  or
- **One 20' gutter**
- **One downspout**
- **One outlet**
- **One right & One left end cap**
- **Sealant**
- **Nine hidden hangers with nine 1 1/2" bolts and nuts**
- **Three standard elbows**
- **Two bands with four sheet metal screws**

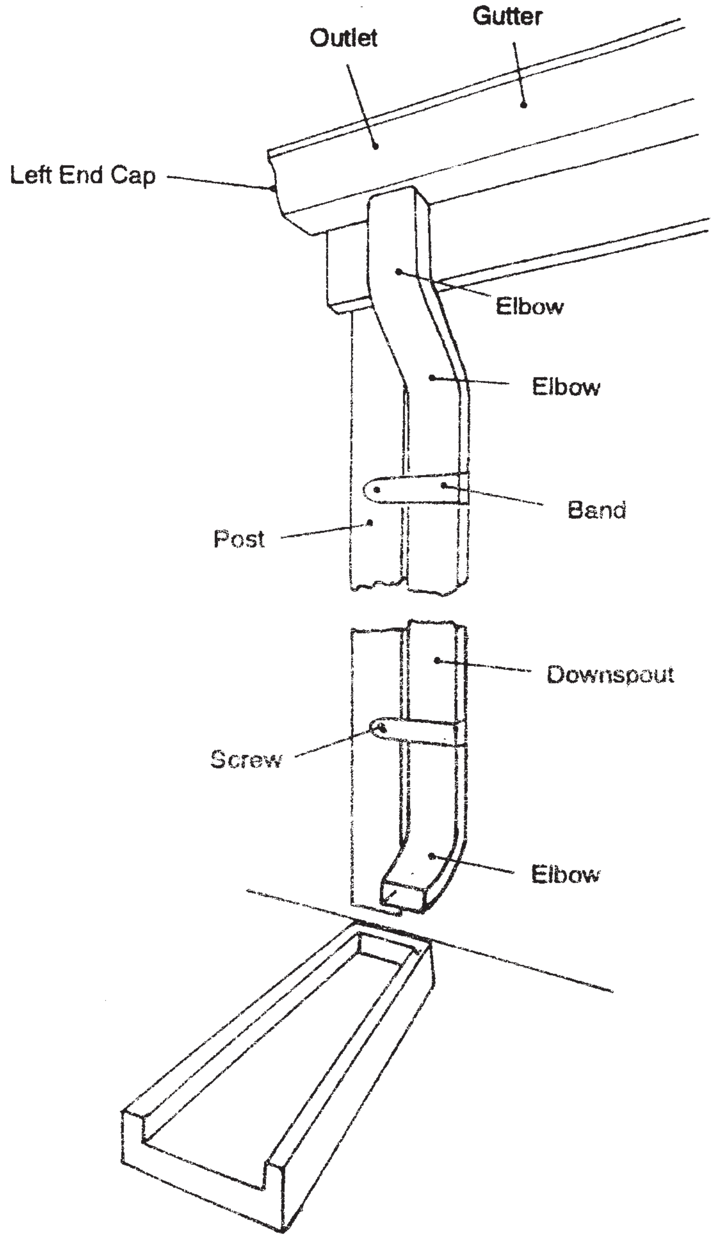
1 Assemble the gutter on the ground using sealant.

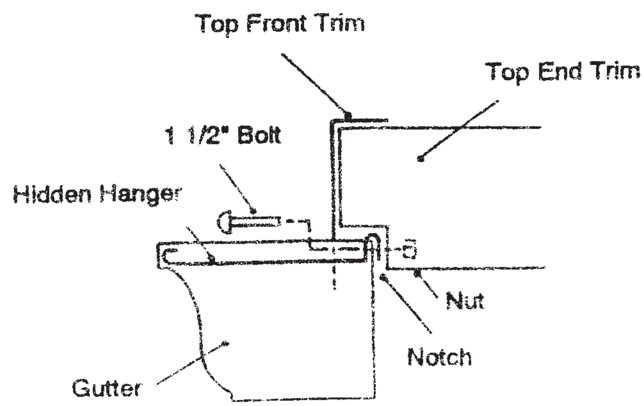
2 Temporarily remove top front trim, lift assembly to unit and mark top left and right end trim where gutter meets trim. Remove gutter system and notch (using tin snips) top L&R end trim so gutter fits flush along front of unit.

3 Evenly space out nine hidden hangers in gutter, making sure one is in the outlet. Attach gutter assembly to front facia/ front roof channel using nine 1 1/2" bolts and nuts through hidden hangers. Replace top front trim.

4 Assemble the downspout on the ground.

5 Hold in place on outlet. Attach to post with two bands. Drill 3/32" holes and fasten with sheet metal screws.





CP1020 697.68769

SOME FACTS ABOUT RUST

Rusting is a natural oxidizing process that occurs when bare metal is exposed to moisture. Problem areas include screw holes, unfinished edges, or where scrapes and nicks occur in the protective coating through normal assembly, handling and use. Identifying these natural rusting problem areas and taking some simple rust protection precautions can help to stop rust from developing, or stop it quickly as soon as it appears.

1. Avoid nicking or scraping the coating surface, inside and out.

2. Use all the washers supplied.

3. Keep roof, base perimeter and door tracks free of debris and leaves.

4. Touch up scrapes or nicks and any area of visible rust as soon as possible.

1. Avoid nicking or scraping the coating surface, inside and out.

2. Keep roof and post perimeter free of debris and leaves which may accumulate and retain moisture. These can do double damage since they give off acid as they decay.

3. Touch up scrapes or nicks and any area of visible rust as soon as possible. Make sure the surafce is free of moisture, oils, dirt or grime and then apply an even film of high quality touch-up paint.